

**From:** Jill Johnson <jilljohnson@fs.fed.us>  
**Subject:** **JOB: Boston Natural Areas Program Coordinator**  
**Date:** July 12, 2011 3:06:27 PM GMT-04:00  
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**Bcc:** duckmarc@msu.edu

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Please see the announcement below, from the Alliance for Community Trees newsletter:  
[http://actrees.org/site/resources/jobs/program\\_coordinator\\_boston\\_natural\\_areas\\_netw.php?tag=news](http://actrees.org/site/resources/jobs/program_coordinator_boston_natural_areas_netw.php?tag=news)

Program Coordinator, Boston Natural Areas Network (Boston, MA)

Deadline: Open until filled.

Boston Natural Areas Network (BNAN) is a 33-year old urban environmental non-profit working to preserve, protect and expand green space in Boston. BNAN is looking to hire a Program Coordinator for the Boston Urban Forest Program. This is a full-time, grant funded position. The project is a collaborative effort of the public, non-profit and volunteer sectors to increase knowledge and awareness of the urban tree canopy cover in the City of Boston; to develop a coordinated network of agencies, institutions, non-profits and residents to work for the expansion and stewardship of the urban forest and specifically by working to plant 100,000 trees by 2020. The planting of these trees, known as the Grow Boston Greener program will increase Boston's tree canopy cover from 29% to 35% by 2030 as the planted trees mature.

#### RESPONSIBILITIES

- \* Outreach to, recruiting and coordinating with agencies, organizations, programs and property owners interested in planting trees
- \* Administering the Grow Boston Greener grant program
- \* Coordinating the Boston Urban Forest Coalition and Boston Tree Stewards Council
- \* Managing communication with grantees, project partners and neighborhood volunteers
- \* Coordinating tree planting efforts and educational programming
- \* Developing tracking and evaluation measures for planting sites
- \* Engaging volunteers in tree planting and monitoring projects
- \* Managing the project website(s)
- \* Researching, development and implementation of new program components.

#### QUALIFICATIONS

- \* Bachelor or Masters degree in Urban Forestry, Horticulture or related fields.
- \* Familiarity with shade and flowering trees common to Boston
- \* Experience with community outreach and engagement.
- \* Experience with project management tools, procedures and budgeting.
- \* Ability to prioritize, multi task and problem-solve.
- \* Effective written and verbal communication skills, proficiency in social networking platforms

#### TO APPLY

Please send resume and cover letter to:  
Jeremy A. Dick, BNAN Director of Properties at [jeremy@bostonnatural.org](mailto:jeremy@bostonnatural.org)  
No telephone calls please.